

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, JANUARY 19, 2010

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

### PAGE NO.

- |      |     |  |
|------|-----|--|
|      | I   | CALL TO ORDER (CHAIR KRYGIER)  |
|      | II  | ROLL CALL  |
| 1- 3 | III | MINUTES (12/15/09)   |
|      | IV  | PUBLIC INPUT   |
|      | V   | PETITIONS AND COMMUNICATIONS   |
| 4    | A.  | Bay County Sheriff - Mandated CFO Vacancy ( <b>Seeking approval to post/fill mandated CFO vacancy</b> )  |
| 5-10 | B.  | Personnel Director - Vacancies ( <b>Seeking approval to post/fill the following vacancies</b> ) [ <b>Resolution covering all vacancies and seasonal positions attached</b> ] |
|      | 1.  | <b>Finance Department</b> - Finance Officer (ft - \$66,456 entry)  |
|      | 2.  | <b>Community Center Pool Staff</b><br>Approximate dates: June 1 <sup>st</sup> through August 17 <sup>th</sup>  |

#### Position:

Pool Supervisor (1)

Pool Assistant Supervisor (1)

Water Safety Instructor (4)

Lifeguard (6)

Cashier (1)

#### Hourly Wage Rate:

\$11.00/hr.

\$9.50/hr.

\$7.90/hr. (entry level), \$8.40/hr. (1 yr. level)

\$7.50/hr. (entry level), \$7.90/hr. (1 yr. level)

\$7.40/hr.

### 3. Golf Course Staff

#### Golf Course - CLUBHOUSE

Approximate dates: April 1<sup>st</sup> through November 1<sup>st</sup>

#### Position:

Clubhouse Leader (1)

Clubhouse Attendant, Team Leader (1)

Clubhouse Attendant (4)

Starter/Ranger, Team Leader (1)

Starter/Ranger (6)

Service Assistant, Team Leader (1)

Service Assistant (3)

#### Hourly Wage Rate:

\$11.00/hr.

\$9.00/hr.

\$7.40/hr.

\$8.00/hr

\$7.40/hr.

\$8.00/hr

\$7.40/hr.

#### Golf Course – GROUNDS MAINTENANCE

Approximate dates: April 1<sup>st</sup> through November 1<sup>st</sup>

#### Position:

Equipment Operator, Team Leader (2)

Equipment Operator (5)

General Laborer, Team Leader (1)

General Laborer (2)

#### Hourly Wage Rate:

\$9.00/hr.

\$8.00/hr.

\$8.00/hr.

\$7.40/hr.

### **Golf Course - SNACK SHOP**

Approximate dates: Mid-May through End of August

**Position:**

**Hourly Wage Rate:**

Snack Shop, Team Leader (1)

\$8.00/hr.

Snack Shop Attendant (3)

\$7.40/hr.

**4. Summer Recreation Program**

Approximate dates June 1st through August 14<sup>th</sup>

**Position:**

**Hourly Wage Rate:**

Program Supervisor (2)

\$11.00/hr.

Program Assistant (12)

\$7.40/hr. (entry level), \$7.90/hr. (1 yr. level)

**5. Pinconning Park Seasonal Rangers**

Approximate dates: May 1<sup>st</sup> through Mid-September

**Position:**

**Hourly Wage Rate:**

Seasonal Lead/Park Ranger (1)

\$9.00/hr.

Seasonal Ranger (2)

\$7.40/hr. (entry level), \$7.75/hr. (1 yr. level)

**6. Seasonal Recreation/Maintenance**

Approximate dates: May 1<sup>st</sup> through Mid-October

**Position**

**Hourly Wage Rate:**

Seasonal Recreation Workers-Full time (2)

\$8.00/hr.

Seasonal Recreation Worker-Part time (1)

\$7.40/hr.

**7. Mosquito Control - Seasonal Field and/or Biology Technicians (34) - \$8.00/hr. day shift and \$10.00/hr night shift (same rate as 2009)**

VI REFERRALS

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX MISCELLANEOUS

X ADJOURNMENT

**PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE PERSONNEL/JUDICIAL COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.**

# PERSONNEL/JUDICIAL COMMITTEE

## MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, DECEMBER 15, 2009, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:05 p.m. by Chair Tilley.

Roll call:

### MOTION NO.

| COMMISSIONERS PRESENT        |   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9 | 10 | 11 |
|------------------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|---|----|----|
| DONALD J. TILLEY, CHAIR      | P | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |   |    |    |
| DAWN A. KLIDA, VICE CHAIR    | P | M/Y | S/Y | Y   | S/Y | S/Y | Y   | M/Y | M/Y |   |    |    |
| ERNIE KRYGIER                | P | S/Y | Y   | M/Y | M/Y | Y   | S/Y | S/Y | Y   |   |    |    |
| KIM COONAN                   | P | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |   |    |    |
| BRIAN K. ELDER               |   | E   | X   | C   | U   | S   | E   | D   |     |   |    |    |
| EUGENE F. GWIZDALA           | P | Y   | M/Y | S/Y | Y   | M/Y | M/Y | Y   | S/Y |   |    |    |
| PATRICK H. BESON, EX OFFICIO | P | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |   |    |    |
|                              |   |     |     |     |     |     |     |     |     |   |    |    |

### MOTION NO.

| COMMISSIONERS PRESENT        |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|------------------------------|--|----|----|----|----|----|----|----|----|----|----|----|
| DONALD J. TILLEY, CHAIR      |  |    |    |    |    |    |    |    |    |    |    |    |
| DAWN A. KLIDA, VICE CHAIR    |  |    |    |    |    |    |    |    |    |    |    |    |
| ERNIE KRYGIER                |  |    |    |    |    |    |    |    |    |    |    |    |
| KIM COONAN                   |  |    |    |    |    |    |    |    |    |    |    |    |
| BRIAN K. ELDER               |  |    |    |    |    |    |    |    |    |    |    |    |
| EUGENE F. GWIZDALA           |  |    |    |    |    |    |    |    |    |    |    |    |
| PATRICK H. BESON, EX OFFICIO |  |    |    |    |    |    |    |    |    |    |    |    |
|                              |  |    |    |    |    |    |    |    |    |    |    |    |

### MOTION NO.

| COMMISSIONERS PRESENT        |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |
|------------------------------|--|----|----|----|----|----|----|----|----|----|----|----|
| DONALD J. TILLEY, CHAIR      |  |    |    |    |    |    |    |    |    |    |    |    |
| DAWN A. KLIDA, VICE CHAIR    |  |    |    |    |    |    |    |    |    |    |    |    |
| ERNIE KRYGIER                |  |    |    |    |    |    |    |    |    |    |    |    |
| KIM COONAN                   |  |    |    |    |    |    |    |    |    |    |    |    |
| BRIAN K. ELDER               |  |    |    |    |    |    |    |    |    |    |    |    |
| EUGENE F. GWIZDALA           |  |    |    |    |    |    |    |    |    |    |    |    |
| PATRICK H. BESON, EX OFFICIO |  |    |    |    |    |    |    |    |    |    |    |    |
|                              |  |    |    |    |    |    |    |    |    |    |    |    |

OTHERS PRESENT:

V.BEGICK, M.DURANCZYK, T.HICKNER, M.GRAY, M.FITZHUGH, A.BROWN, T.QUINN, V.ROUPE, R.BRZEZINSKI, B.MACGREGOR, T.PLACHTA, F.HORGAN, P.PABALIS, L.NORMAN, B.SHORT, M.HAYES, H.BEAUCHAMP, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

**PERSONNEL/JUDICIAL COMMITTEE**  
**TUESDAY, DECEMBER 15, 2009**  
**PAGE 2**

**MOTION NO.**

**NOTE:** In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2009 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called. Harold Beauchamp, Bay 3 TV, wished to clarify where Bay 3 TV will be broadcast, i.e. digital channel 991 and analog channel 99 which will be in effect for approx. 2.5 years. Commissioner Duranczyk questioned the signal north of Linwood Road which was supposed to be available in October. He was uncertain of the status with the changes to the stations. Mr. Beauchamp indicated he would pursue this with Charter and Michael Gray, Assistant County Executive, asked to be kept informed.

- 2            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE UPGRADE OF THE MAINTENANCE/CUSTODIAN POSITION AT CENTER RIDGE ARMS FROM PART TIME TO FULL TIME (HOUSING DEPT.).**
- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE DISPATCHER (FT) VACANCY IN 911 CENTRAL DISPATCH.**
- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE ACCOUNT CLERK II VACANCY IN THE TREASURER'S OFFICE.**
- 5            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE FISH CONSUMPTION GRANT EDUCATOR GRANT FUNDED POSITION IN THE HEALTH DEPARTMENT.**
- 6            MOVED, SUPPORTED AND CARRIED TO APPROVE THE RECOMMENDED RECLASSIFICATION OF THE PERSONNEL CLERK IN THE PERSONNEL DEPARTMENT (NON-REPRESENTED POSITION) AND TO RECEIVE THE SUBMITTED RECLASSIFICATION REPORT.**

**PERSONNEL/JUDICIAL COMMITTEE**  
**TUESDAY, DECEMBER 15, 2009**  
**PAGE 3**

**MOTION NO.**

- 7            MOVED, SUPPORTED AND CARRIED TO APPROVE THE PURCHASE OF  
MILITARY SERVICE CREDIT BY FRANK PHILLIPS (DIVISION ON AGING)  
FOR RETIREMENT PURPOSES FOR THE PERIOD MARCH 16, 1951 THRU  
MARCH 15, 1955.**
- 8            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:11 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**

**John E. Miller**  
**Sheriff Of Bay County**

Michael T. Janiske  
Undersheriff

Newt Jerome  
Jail Administrator



TO: Tim Quinn  
Personnel Director

FROM: Sheriff John E. Miller *JEM*

DATE: January 12, 2010

RE: Mandated CFO Position

**BACKGROUND:** There will be a vacant position due to the retirement of a full time/with full benefit Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2010 County Budget.

**FINANCE/ECONOMICS:** Our 2010 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$15.49 per hour and is under the contract of the POAM.

**RECOMMENDATION:** Due to an opening effective January 17, 2010 we need to fill a Correctional Facility Officer (CFO) position, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Jerome  
Undersheriff Michael T. Janiske  
Ernie Krygier, Chairman of Personnel/Judicial  
Amanda Brown, Finance Director  
Kim Priessnitz, Budget Supervisor  
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**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Tim Quinn**  
*Personnel Director*  
[quinnt@baycounty.net](mailto:quinnt@baycounty.net)

**Thomas L. Hickner**  
County Executive

January 14, 2010

Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

**Re: Items for the Agenda of the Personnel/Judicial Committee**

Dear Commissioner Krygier:

Please consider the following item for the agenda of your committee for its meeting on January 19, 2010.

- 1. Request:** Administration is requesting permission to hire a Finance Officer or Assistant Finance Officer (depending on experience).

**Background:** This vacancy is a result of a recent resignation.

**Finance/Economics:** Finance Officer salary \$66,456 per year entry, progressing to \$78,915 per year after 4 years (MN15). Assistant Finance Officer salary \$58,282 per year entry, progressing to \$68,058 per year after 4 years (MN13). Full-time position with benefits; general fund.

**Recommendation:** Please grant permission to fill the full-time Finance Officer position.
- 2. Request:** Administrative Services has submitted a request to fill various seasonal positions at the Community Center Pool, Golf Course, Summer Recreation Program, Pinconning Park and Building and Grounds.

**Background:** NOTES: The recommended rate of pay is the same from the 2009 season. Tentatively the plan is to open the pool, however, it is understood circumstances may change.

-5-

Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
January 14, 2010  
Page 2

Staffing will be as follows:

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**Community Center Pool Staff**

Approximate dates: June 1<sup>st</sup> through August 17<sup>th</sup>

**Position:**

Pool Supervisor (1)  
Pool Assistant Supervisor (1)  
Water Safety Instructor (4)  
Lifeguard (6)  
Cashier (1)

**Hourly Wage Rate:**

\$11.00/hr.  
\$9.50/hr.  
\$7.90/hr. (entry level), \$8.40/hr. (1 yr. level)  
\$7.50/hr. (entry level), \$7.90/hr. (1 yr. level)  
\$7.40/hr.

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**Golf Course - CLUBHOUSE**

Approximate dates: April 1<sup>st</sup> through November 1<sup>st</sup>

**Position:**

Clubhouse Leader (1)  
Clubhouse Attendant, Team Leader (1)  
Clubhouse Attendant (4)  
Starter/Ranger, Team Leader (1)  
Starter/Ranger (6)  
Service Assistant, Team Leader (1)  
Service Assistant (3)

**Hourly Wage Rate:**

\$11.00/hr.  
\$9.00/hr.  
\$7.40/hr.  
\$8.00/hr.  
\$7.40/hr.  
\$8.00/hr.  
\$7.40/hr.

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**Golf Course – GROUNDS MAINTENANCE**

Approximate dates: April 1<sup>st</sup> through November 1<sup>st</sup>

**Position:**

Equipment Operator, Team Leader (2)  
Equipment Operator (5)  
General Laborer, Team Leader (1)  
General Laborer (2)

**Hourly Wage Rate:**

\$9.00/hr.  
\$8.00/hr.  
\$8.00/hr.  
\$7.40/hr.

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**Golf Course - SNACK SHOP**

Approximate dates: Mid-May through End of August

**Position:**

Snack Shop, Team Leader (1)  
Snack Shop Attendant (3)

**Hourly Wage Rate:**

\$8.00/hr.  
\$7.40/hr.

-6-



Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
January 14, 2010  
Page 3

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**Summer Recreation Program**

Approximate dates June 1<sup>st</sup> through August 14<sup>th</sup>

**Position:**

Program Supervisor (2)

Program Assistant (12)

**Hourly Wage Rate:**

\$11.00/hr.

\$7.40/hr. (entry level), \$7.90/hr. (1 yr. level)

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**Pinconning Park Seasonal Rangers**

Approximate dates: May 1<sup>st</sup> through Mid-September

**Position:**

Seasonal Lead/Park Ranger (1)

Seasonal Ranger (2)

**Hourly Wage Rate:**

\$9.00/hr.

\$7.40/hr. (entry level), \$7.75/hr. (1 yr. level)

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**Seasonal Recreation/Maintenance**

Approximate dates: May 1<sup>st</sup> through Mid-October

**Position**

Seasonal Recreation Workers-Full time (2)

Seasonal Recreation Worker-Part time (1)

**Hourly Wage Rate:**

\$8.00/hr.

\$7.40/hr.

**Finance/Economics:** There are currently monies available in the temporary (705.00) line item.

**Recommendation:** Approve the budgeted seasonal positions for the Community Center Pool, Golf Course, Summer Recreation, Pinconning Park and seasonal Recreation Maintenance.

3. **Request:** Laura Ogar and Tom Putt have submitted a request to hire the seasonal staff for the 2010 mosquito season.

**Background:** As in past years, the department is requesting to hire thirty-four people to be trained as seasonal field and/or biology technicians.

**Finance/Economics:** There are currently monies available in the temporary (705.00) line item.

**Recommendation:** Concur with the department's recommendation to hire thirty-four seasonal technicians at the hourly wage rate of \$8.00 per hour (day shift) and \$10.00 per hour (night shift). NOTE: This is the same rate of pay from the 2009 season.

Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
January 14, 2010  
Page 4

Thank you for considering this item for the agenda of your committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Quinn".

Tim Quinn, Director  
Personnel and Employee Relations

cc: Tom Hickner  
Michael Gray  
Marty Fitzhugh  
Rick Pabalis  
Brent Goik  
Laura Ogar  
Tom Putt

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**BAY COUNTY BOARD OF COMMISSIONERS**

**2/19/10**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (1/19/10)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

- A. Mandated CFO Vacancy (ft) - Sheriff Department
- B. Finance Officer (ft - \$66,456 entry) - Finance Department
- C. Summer Seasonal Positions:

**1. Community Center Pool Staff**

Approximate dates: June 1<sup>st</sup> through August 17<sup>th</sup>

| <b>Position:</b>              | <b>Hourly Wage Rate:</b>                           |
|-------------------------------|--|
| Pool Supervisor (1)           | \$11.00/hr.  |
| Pool Assistant Supervisor (1) | \$9.50/hr.   |
| Water Safety Instructor (4)   | \$7.90/hr. (entry level), \$8.40/hr. (1 yr. level) |
| Lifeguard (6)                 | \$7.50/hr. (entry level), \$7.90/hr. (1 yr. level) |
| Cashier (1)                   | \$7.40/hr.   |

**2. Golf Course Staff**

**Golf Course - CLUBHOUSE**

Approximate dates: April 1<sup>st</sup> through November 1<sup>st</sup>

| <b>Position:</b>                     | <b>Hourly Wage Rate:</b> |
|--------------------------------------|--------------------------|
| Clubhouse Leader (1)                 | \$11.00/hr.              |
| Clubhouse Attendant, Team Leader (1) | \$9.00/hr.               |
| Clubhouse Attendant (4)              | \$7.40/hr.               |
| Starter/Ranger, Team Leader (1)      | \$8.00/hr.               |
| Starter/Ranger (6)                   | \$7.40/hr.               |
| Service Assistant, Team Leader (1)   | \$8.00/hr.               |
| Service Assistant (3)                | \$7.40/hr.               |

**Golf Course – GROUNDS MAINTENANCE**

Approximate dates: April 1<sup>st</sup> through November 1<sup>st</sup>

| <b>Position:</b>                    | <b>Hourly Wage Rate:</b> |
|-------------------------------------|--------------------------|
| Equipment Operator, Team Leader (2) | \$9.00/hr.               |
| Equipment Operator (5)              | \$8.00/hr.               |
| General Laborer, Team Leader (1)    | \$8.00/hr.               |
| General Laborer (2)                 | \$7.40/hr.               |

**Golf Course - SNACK SHOP**

Approximate dates: Mid-May through End of August

| <b>Position:</b>            | <b>Hourly Wage Rate:</b> |
|-----------------------------|--------------------------|
| Snack Shop, Team Leader (1) | \$8.00/hr.               |
| Snack Shop Attendant (3)    | \$7.40/hr.               |

-9-

**BAY COUNTY BOARD OF COMMISSIONERS****2/19/10****RESOLUTION****3. Summer Recreation Program**Approximate dates June 1<sup>st</sup> through August 14<sup>th</sup>**Position:****Hourly Wage Rate:**

Program Supervisor (2)

\$11.00/hr.

Program Assistant (12)

\$7.40/hr. (entry level), \$7.90/hr. (1 yr. level)

**4. Pinconning Park Seasonal Rangers**Approximate dates: May 1<sup>st</sup> through Mid-September**Position:****Hourly Wage Rate:**

Seasonal Lead/Park Ranger (1)

\$9.00/hr.

Seasonal Ranger (2)

\$7.40/hr. (entry level), \$7.75/hr. (1 yr. level)

**5. Seasonal Recreation/Maintenance**Approximate dates: May 1<sup>st</sup> through Mid-October**Position****Hourly Wage Rate:**

Seasonal Recreation Workers-Full time (2)

\$8.00/hr.

Seasonal Recreation Worker-Part time (1)

\$7.40/hr.

**6. Mosquito Control - Seasonal Field and/or Biology Technicians (34) - \$8.00/hr. day shift and \$10.00/hr night shift (same rate as 2009)**

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated if grant funding is terminated.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Vacancies - February 2010

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER       | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|--------------------|---|---|---|
| Michael J. Duranczyk |   |   |   |               |   |   |   | Brian K. Elder     |   |   |   |
| Patrick H. Beson     |   |   |   | Ernie Krygier |   |   |   | Eugene F. Gwizdala |   |   |   |
| Vaughn J. Boglck     |   |   |   | Kim Coonan    |   |   |   | Donald J. Tilley   |   |   |   |

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

-10-